

# Coordinator Update

## Important Notice regarding the MME Data Interpretation Workshops

There has been some confusion regarding registration for the morning ACT Educator Workshops and the MME Data Interpretation Workshops offered the same afternoon. Here are some important points:

1. There were separate registration processes for the ACT Educator Workshops and the MME Data Interpretation workshops.
2. If you have an email confirmation from ACT, you are registered for the *morning* workshop.
3. If you have an email confirmation from MME, you are registered for the *afternoon* workshop.
4. Yesterday, OEAA emailed a follow-up confirmation to all individuals who are registered. If you do NOT have an email confirmation (not a screenshot) from MME for the *afternoon* workshops, you are not registered. There are some who thought they registered either online or by FAX, but unless you have received an email confirmation yesterday from MME, you are not registered.
5. All afternoon Data Interpretation workshops are closed due to capacity issues. Unless you have the email confirmation mentioned in #3 above, space is not available and cannot be made for you in the afternoon workshop.
6. Please don't show up in the afternoon thinking, "What's one more person?" If OEAA has no record of your registration on their list, you cannot be admitted.
7. Contact [mme@michigan.gov](mailto:mme@michigan.gov) if you have questions or concerns about the afternoon workshops.

## New ACT Registration Deadline

We were notified this afternoon that ACT has extended their post mark and online registration deadline, including students with accommodations, to October 1, 2007. This extension was due to problems with the ACT online registration process. Student's trying to register should already have been given their vouchers. No additional vouchers will be sent from OEAA.

## Spiraling MEAP Assessments

MEAP assessments will be "spiraled" within classrooms this fall. This means that students in a given classroom will be taking different forms of the test. Approximately half of all forms of each assessment will be administered in every classroom.

Districts will receive shipments pre-packaged in a series (e.g., for science and mathematics Set A will have forms 1, 2, 3, 4, and 5, and Set B will have forms 6, 7, 8, 9, and 10). Booklets will be shipped in sets. Spiral

Set A will contain math and science forms 1 – 5, ELA forms 1 – 6, and social studies forms 1 – 4. Spiral Set B will contain math and science forms 6 – 10, ELA forms 7 - 10, and social studies forms 5 – 7.

In general, the directions in the MEAP Administrator Manual will be the same for any form of math, science and social studies. For ELA, the directions are different for forms 1 – 6 than they are for forms 7 – 10. It is especially important for test administrators to use the correct directions for the ELA forms used in the classroom.

It is also important for students to indicate the correct test form on their answer document. Test administrators and proctors are encouraged to move throughout the room during testing and can verify that the correct form was indicated on each answer document when test materials are collected from students.

## **Barcode Labels**

As was noted at the September 18<sup>th</sup> Fall 2007 MEAP Coordinator Briefing held at Wayne RESA, the New Student Registration Forms (NSRF) have been eliminated. Schools must produce barcode labels to affix to every answer document returned for scoring.

In fall 2006, there were approximately 10,000 missing or incorrect barcode labels. This caused a slow down in processing and a delay in getting reports out to schools. Beginning in fall 2007, schools that fail to use barcode labels (or that use incorrect barcode labels) will be charged \$5.00 for scoring each of these answer documents.

If there are questions or concerns about producing barcode labels, please contact OEAA at [oeaa@michigan.gov](mailto:oeaa@michigan.gov) or call (877) 560-8378 for assistance.

## **Ordering Additional MEAP Materials**

MEAP materials will begin arriving in districts the week of September 24<sup>th</sup>. District coordinators are responsible for verifying the materials received and determining if additional materials (test booklets, answer documents, shipping labels, etc.) are needed for their district.

Beginning on October 1<sup>st</sup>, district MEAP coordinators will be able to submit requests for additional materials via the OEAA Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) by clicking on the “Materials Order and Shipment Tracking” button.

## **Emergency MEAP Tests**

Also beginning in fall 2007, it will be necessary for districts ordering emergency tests to have a Purchase Order (PO) at the time they submit their request. If the scoring contractor does not receive a PO, the emergency tests will not be processed.

## **What’s New in English Language Arts?**

The overall makeup of the 2007 English Language Arts (ELA) assessments is basically the same as it has been for two years. In reading, for grades 3-8, there are still 35 total operational points that count in an individual student’s score, with 29 points coming from multiple-choice items and six points from the

Response to the Reading Selections. However, the linking selection has been dropped from the 4th–8th grade assessments this year. This means that all students in grades 3–8 will read the same number of reading selections (two paired and one independent) in the operational portion of the test.

In order to improve the reliability and stability of the writing scores, five multiple-choice items have been added to the assessments. There will now be a total of 20 points, with 10 points coming from multiple-choice items and 10 from the two constructed responses. As before, the Writing from Knowledge and Experience prompt is worth six points and the Peer Response to the Student Writing Sample counts for four points.

One of the best ways for teachers and students to prepare for MEAP is to review the released items from the MEAP website ([www.michigan.gov/meap](http://www.michigan.gov/meap)). This should occur during regular instruction and review times throughout the school year and not during the ten days prior to the test. Actual test items from previous assessments are available, as well as the scoring guides for constructed responses. The ELA scoring guides include the scoring rubrics and student responses that are annotated to explain why they received the scores they did. The checklists in the scoring guides are the same checklists that appear in every student's test booklet to remind them of what is important when they write their responses. Read the checklists to students during appropriate review times. Ask if they have any questions and explain any words they may not know.

Again this fall, reading and writing field test items will be embedded in the assessments. It is extremely important that students put forth their best efforts on these items as the data collected will be used to determine which selections or prompts are used in the future.

## **MME Testing Materials and Administration Manuals**

Fall 2007 MME materials are due in schools by October 15. There will be one shipment that will include both secure and non-secure materials. Please take inventory of your materials upon arrival to determine if you will need to order additional materials.

There are two MME administrator manuals for the Fall 2007 MME assessment, the Administration Manual for Students Testing with Accommodations and Administration Manual for Standard Testing. You will receive sufficient quantities of the manuals for your room supervisors and proctors with your Day 2, (WorkKeys, Michigan Mathematics) and Day 3, (Michigan Science and Social Studies) materials shipment. The administration manuals are available on the MME website ([www.michigan.gov/mme](http://www.michigan.gov/mme)), and we strongly encourage that Test Supervisors, Backup Test Supervisors and Test Accommodations Coordinators print the manuals to review prior to receiving materials.

## **MME Additional Material Ordering**

Schools will have the ability to order additional Day 2 and Day 3 materials for the MME October 15 – October 24. Please get any additional material orders in as early as possible during the reorder window. You will order additional MME materials from the OEAA Secure Site, click on the “Materials Orders & Shipment Tracking” link from the menu at the left. Then click on the “Orders” tab. If you have any problems ordering the MME materials after October 12, please call Pearson at 800-204-4109 for assistance.

## **Professional Assessment and Accountability Practices for Educators**

With the approval of the OEAA Advisory Committee, the "Professional Assessment and Accountability Practices for Educators" document (also known as the "Ethics document") has been revised. It is now

available on our website for schools to download, if they wish. The revised document has an August 2007 date on the cover.

Due to budget constraints and the fact that the changes were minor in number and scope, OEAA will wait on printing and distributing the new version.

Procedurally, nothing has changed.

The August 2007 version includes these changes:

1. EMERGENCY FORM is now defined.
2. SELF-REPORT is now defined.
3. UNDUE STRESS is now defined.
4. “UNETHICAL” was changed to “prohibited.” (Similarly, the “Unethical Practice” bubble on future answer documents will be relabeled.)

As always, districts that discover irregularities in testing practices should report them to the OEAA as soon as possible. If reported in time, the district may be permitted to use an Emergency Form of the test and avoid a significant number of student test results being invalidated which could adversely affect Adequate Yearly Progress (AYP) determination and a student’s eligibility to earn a Michigan Promise scholarship.

## **ELPA Initial Screening Now Available**

The ELPA Initial Screening for this fall is well under way. Our assessment group for Special Populations at the Office of Educational Assessment and Accountability (OEAA) would like to take this opportunity to clarify some recent questions about this assessment.

The ELPA Initial Screening is designed to be used year-round, with the exception of during the Spring ELPA testing window. It is designed in this way to encourage districts to use this diagnostic tool to assist in identifying English Language Learners (ELLs) at the time of arrival.

### **Part B Returns**

October 5 is when the State must **receive** all Part B materials. Therefore, Michigan districts are asked to have their Part B materials entered into the OEAA Secure Site, and send back to the State the Part A and Part B testing materials that they have accumulated by then. Please ship your materials back by **October 3-4** to allow for shipping time.

### **Return Kits**

This week, Return Kits will reach all districts that ordered ELPA Initial Screening materials to date and will include:

- Return shipping labels
- School Level-Grade Span Header Sheets, which can be photocopied for use with the ELPA Initial Screening ONLY
- Security Compliance Forms, which can be photocopied for use with the ELPA Initial Screening ONLY
- Helpful return and packaging diagrams

These will arrive in separate shipments from regular ELPA Initial Screening materials.

## Ordering ELPA Screener Materials

The ELPA Initial Screening is a publication that is now printed and distributed within Michigan. Harcourt Assessment, Inc. is no longer processing orders. Materials can be ordered using the ELPA Initial Screening Order Form found on the public ELPA Web site at <http://www.michigan.gov/elpa>.

Please download the Order Form Directions, also found on this site. Please note that this form has been updated from the earlier “Pre-Order” version.

When ordering, note that we are currently in Phase One of the Leaf Cycle. The tests that you order are the same for all cycles, but note the difference in the administration of certain Assessment Levels, as shown on the Order Form Directions.

### Box 7 of the Demographic Form

If a student speaks a language other than those listed in this box, please leave this field blank.

### Levels I and II Part A Writing Rubrics

In order to score the Level I and II Part A Writing responses, teachers and proctors will need the Level I and II Writing Rubric Guides, available on the bottom of the Student Search page on the OEAA Secure Site. This site is found at <http://www.michigan.gov/oeaa-secure>.

## Getting an ELPA Screener Login and Password for the OEAA Secure Site

A district’s ELPA or MEAP coordinator can assign other staff members as ELPA Screener Users so that these staff members can enter in testing data about students and obtain reports. To do this, see the explanation in the August 14 Power Point presentation found on the public ELPA Web site, [www.michigan.gov/elpa](http://www.michigan.gov/elpa).

New ELPA coordinators can obtain their own OEAA login names and passwords by contacting their district administrator for the OEAA Secure Site which is usually the district assessment coordinator.

## Using ELPA Part B without Part A

As noted in the Manual/Directions for Administration and the Order Form Directions, it is possible and encouraged to administer a Part B test form to a student who has been identified as an ELL but who is not taking Part A of the ELPA Initial Screening. This aids the State in collecting important test data.

This week, the OEAA will modify the ELPA Screener Entry screens to allow for Part A score entry to be bypassed. For more information about this, please contact the OEAA at 877-560-8378.

## OEAA Secure Site User Manual

The OEAA Secure Site User Manual has been updated with lots of new improvements and functions for the OEAA Secure Site. You can find the updated manual on the log in page of the site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) by clicking on the pink OEAA Secure Site User Manual link. The updated sections are noted on the index page for your convenience.

## OEAA Phone Contact

When contacting OEAA we urge you to use the toll-free number 877-560-8378 or the local number 517-373-8393. When using the toll-free number, your call is automatically routed to the first available support person who can answer most of your questions or concerns. If the support person is not able to answer your question, they will know who can or how to get the answer.

If you have previously placed calls to individual numbers, we encourage you to use the toll-free or local number to facilitate a quicker response to your question or concern. Generally, questions regarding assessments should be directed first to your district assessment coordinator. If your district coordinator is unsure of the appropriate response, they will contact OEAA.

## Michigan Promise scholarship

The Michigan Promise scholarship currently is a scholarship of up to \$4,000 awarded to qualifying high school graduates who take the Michigan Merit Exam (MME) assessment. The scholarship is administered exclusively by the Michigan Department of Treasury which uses MME scores to identify recipients. Confusion sometimes exists among schools, students and parents about who can best answer questions about the award.

- Questions about **MME tests**? Call OEAA at 877-560-8378.
- Questions about the **Michigan Promise scholarship**? Call the Dept. of Treasury at 888-447-2687.

## 2007 Conferences Coming Soon

Registration is now available at [www.gomiem.org](http://www.gomiem.org) for the Educational Assessment and Accountability 2007 Conferences. Register soon to take advantage of the early bird rates.

The conferences will each be a two-day conference, with the first day primarily devoted to MEAP, MME, ELPA, and Accountability sessions. The second day will focus on state assessments for students with disabilities.

The early bird registration fee will be \$100 for one day and \$200 for both days. The deadline for the early bird price is two weeks prior to each individual conference. The regular rate will be in the two week period prior to each conference, \$115 for one day and \$230 for both days. Walk-ins will be \$125 per day and must be paid at that time. Walk-ins will be allowed if space permits.

Following are the dates and locations for the 2007 conferences:

October 29 & 30	Battle Creek - McCamly Plaza
November 6 & 7	Marquette - Northern MI University
November 8 & 9	Thompsonville - Crystal Mountain
November 14 & 15	Sterling Heights - Sterling Inn
November 19 & 20	Lansing - Lansing Center
November 29 & 30	Novi - Sheraton Detroit Novi

For conference information, please contact Tami Feldpausch at 517-241-4136 or [feldpauscht@michigan.gov](mailto:feldpauscht@michigan.gov).  
For registration information, please contact Danielle Dankenbring at MIEM by phone, 517-327-2589, or email [danielle@gomiem.org](mailto:danielle@gomiem.org).

## **OEAA Contact Information**

OEAA web site: [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa)

OEAA Secure database: [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)

OEAA email address: [oeaa@michigan.gov](mailto:oeaa@michigan.gov)

OEAA Office local phone number: 517-373-8393

OEAA Office toll-free phone number: 877-560-8378

OEAA Office fax number: 517-335-1186

MEAP web site: [www.michigan.gov/meap](http://www.michigan.gov/meap)

MME web site: [www.michigan.gov/mme](http://www.michigan.gov/mme)

Department of Treasury, Merit Award/Michigan Promise scholarship: 888-447-2687